



Town of Arlington, Massachusetts
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Minutes 11/15/2007

**Capital Planning Committee
Meeting Minutes
November 15, 2007**

In attendance were:

Steve Andrew*
Steve Gilligan
John FitzMaurice
Charles Foskett, Chairman
Nancy Galkowski
Ruth Lewis*
Anthony Lionetta*
Susan Mazzarella
Barbara Thornton

* Denotes those not in attendance

1. **Initiate Meeting:** Nancy Galkowski distributed updated versions of various Capital Plan materials. Charlie Foskett called the meeting to order. Went through the pro forma budget for FY2009.
2. **Fire Department Requests** – subcommittee members went through their report after meeting with Chief McEwen (subcommittee report attached)
 - a. Quint – subcommittee indicated that a survey of communities indicates that the quint is staffed with 3 firefighters generally. It can be run as a pumper or a ladder.
 - b. Renovation of Central Fire Station- recommends this renovation
 - c. Turnout Gear – Third year of a three year replacement program.
 - d. Equipment replacement – nozzles, hoses, tools, etc
 - e. Furniture – recommended schedule based on when firehouses will be completed.
 - f. Software – should come out of the IT appropriation
 - g. Building repairs – repairs that need to be made prior to renovations.
 - h. Radio system upgrade – FY 2010 upgrade at Turkey Hill
 - i. Fire department communication system needs an upgrade with access to GIS system.
3. **School Department Requests:** Subcommittee members went over several items in the school requests
 - a. Chiller at Peirce School needs to be replaced.
 - b. Parking lot – this would add 40 new spaces to the Mill Street side parking lot. The spaces are need for teacher and staff parking at the High School.
 - c. Stratton School – State funding is so far out that the capital planning committee indicated that it would support a program of improvement. However there needs to be a plan for that spending. The schools should use On-site/Insite studies as a guide for developing the needs.
 - d. Thompson School – The schools have submitted the 477 Statement of Interest to the state but they do not believe that this school would be funded for 10-15 years.
4. **Next Meeting:** The next meeting is scheduled for December 6, 2007. The meetings on November 29, 2007 and December 13, 2007 are cancelled.
5. **Adjournment:** Meeting was adjourned at 7 PM.

Capital Planning Committee
Report of Community Safety Sub-Committee
On the Capital Plan of the Arlington Fire Department
for FY2009 through FY2013

Subcommittee Members:

John A. FitzMaurice
 Susan Mazzarella

November 1, 2007

Capital Budget Balances

A report of Capital Budget Balances as of 22 October 2007 indicates that there are some unencumbered balances relating to the Fire Department. They are as follows.

FY2004 Jaws of Life: \$438.60
 FY2005 Building Repair: \$183.70
 FY2006 Ambulance Purchase: \$3,304.81
 FY2006 Park Circle Fire Station: \$208,924.18
 FY2007 Highland Station Location Study: \$25,000.00
 FY2008 Upgrade Radio System: \$126,000.00
 FY2008 Thermal Imaging Camera: \$18,000.00
 FY2008 Building Repair: \$12,500.00
 FY2008 Protective Gear: \$52,000.00
 FY2008 Furniture: \$779.55

The subcommittee has not yet received any information concerning the balances listed above.

Capital Plan Requests

Priority 1. Replace Engine 2 and Ladder 2 with a quint: \$925,000.

The Chief plans to replace the first line Engine (E3, 1991) and the back-up ladder truck (L2, 1974) with one piece of apparatus, a quint. He says that this will eliminate the need to purchase a second ladder truck by allowing one piece of apparatus to function either as an Engine or as a Ladder (but not both simultaneously) with a crew of three fire fighters. With a crew of five fire fighters, it could function both as an engine and as a ladder simultaneously. A quint would have an added advantage in that one less bay might be needed to house apparatus (depending on which fire station were used to house the quint).

This subcommittee will not approve the purchase of a quint in FY2009 before we receive answers to three questions that we have posed to the Fire Chief:

- How many other towns in Massachusetts have quints and how do they like them?
- If Arlington has the only quint in the state, what are the consequences to the cost of maintenance?
- What is the logic of putting a quint in the Park Circle Station?

Priority 2. Renovation of the Central Fire Station

The Capital Plan approved last year included \$5,200,000 for renovation or reconstruction of the Central Fire Station. That plan also included \$520,000 for plans and architectural drawings for the Central Fire Station. The fee represents 10% of the architect's estimated cost of the renovation. The Fire Chief is now requesting a budget of \$7,000,000 for the construction or reconstruction but with no increase in the cost of plans and drawings. We think that it would be unrealistic to budget only \$520,000 for plans and architectural drawings if the estimated cost of construction is indeed \$7,000,000. **This subcommittee recommends that \$520,000 be appropriated for plans and architectural drawings in FY2009 provided that a cap of \$5,200,000 is put on the extent of the renovation budgeted for FY2010.**

Priority 3. Turnout Gear

This protective clothing includes boots, coats, pants, and helmets for one third of the department. Estimated life is six years. **This subcommittee recommends a budget of \$45,000 for FY2009, the third year of a three year replacement plan begun in FY2007. It is expected that the next appropriation required for turnout gear will be in FY2013. This subcommittee has not received an explanation as to why only \$32,000 is being requested for that year.**

Priority 4. Replace Antiquated Equipment

The estimated life of equipment (other than apparatus) used frequently is 7 years. All hose is more than 10 years old. Most major tools are at least 15 years old. The plan is to convert all hand lines to 1-inch straight tip nozzles (8 new nozzles). Buy 1200 feet of 1.75 inch hose, and 2000 feet of 4-inch supply line. Halligans, axes, forcible entry tools, and pike poles will be replaced. **This subcommittee recommends that \$14,000 be budgeted for this plan in FY2009.**

Priority 5. Furniture for Highland and Central Fire Stations

All “living” furniture has been donated second hand or salvaged. It is unhealthy and unsightly. Office furniture in the offices of the chief and Deputy Chief has not been replaced in many years. **This subcommittee recommends that \$20,000 be budgeted in FY2009 for replacement of “living” furniture in the Highland and Central Fire Stations and office furniture in the Chief’s and Deputy Chief’s offices. We recommend that an additional \$20,000 be budgeted in FY2013 to replace furniture in the fire prevention and training offices.**

Priority 6. Update Firehouse Software

This will complete the software upgrade started in FY2008. Reporting and documentation applications are already in place. The scheduling application remains to be purchased and then installed by the manufacturer. \$5,000 is being budgeted by Informational Technology in FY2009 and \$30,900 in FY2011 for Firehouse software. **Therefore, we see no need for the Fire Department to budget money for software.**

Priority 7. Building Repairs

This program is to make the numerous repairs needed in the older buildings to maintain them until they are replaced. Both the Central and the Highland fire stations are deteriorating rapidly. Both Central and Highland need constant plumbing and electrical service. Our insurance company is requiring several costly repair projects. **For this program, our subcommittee recommends that Arlington budget \$15,000 for FY2009, \$15,000 for FY2010, \$17,000 for FY2011, \$17,500 for FY2012, and \$17,500 for FY2013.**

Priority 8. Complete radio system upgrade,

This will complete the radio system upgrade at Turkey Hill, including repeaters, cables and antennas. This would also include the upgrade of mobile and portable radios throughout the fire department. The present radio system is antiquated. Police and Fire have received a 1.4 Ghz radio license that will be the state of the art in public safety. All mobile and portable radios would be digital and upgraded to 1.4 this Ghz band. This number includes \$2500 for yearly maintenance. **For this upgrade, our subcommittee recommends that \$125,000 be budgeted for FY2010.**

Priority 9. Replace ambulance and fire prevention vehicle.

Our subcommittee recommends that \$150,000 be budgeted for replacement of Rescue 2 (1999) in FY2010 and that \$37,500 be budgeted in FY2010 for replacement of the Fire Prevention Vehicle.

Priority 10. Automatic Defibrillators

Our subcommittee recommends that \$16,000 be budgeted in FY2011 for the purchase of automatic defibrillators.

Priority 11. Replacement of Highland Fire Station

The Capital Plan approved last year included \$3,200,000 for renovation or reconstruction of the Highland Fire Station. That plan also included \$320,000 for plans and architectural drawings for the Highland Fire Station. The fee represents 10% of the architect’s estimated cost of the renovation. The Fire Chief is now requesting a budget of \$6,000,000 for the construction or renovation but with no increase in the cost of plans and drawings. We think that it would be unrealistic to budget only \$320,000 for plans and architect’s drawings if the estimated cost of construction is indeed \$6,000,000.

We also note that the Fire Station Study Committee, after more than a year of existence, has still not given our Town manager a majority recommendation for the location or configuration of a new or renovated Highland Fire Station.

This subcommittee recommends that \$320,000 be appropriated for this expenditure in FY2009 provided that a cap of \$3,200,000 is put on the extent of the renovation budgeted for FY2010.

Priority 12. Replace the Chief Officer’s vehicle (C-2)

C-2 is a 2001 Ford Expedition that is in need of replacement. This vehicle responds to emergencies and has exceeded its 5 year expected lifespan. **This subcommittee recommends that \$40,000 be budgeted for replacement of this vehicle in FY2011.**

Priority 13. Replace thermal imaging cameras

These cameras are a valuable lifesaving tool for the town. They have evolved into everyday tools for detecting fire extension. The current cameras were purchased on a grant in 2000. **This subcommittee recommends that \$18,000 be budgeted for these cameras in FY2012.**

Priority 14. Replace Ladder 1

The expected life of a ladder truck is 20 years. **This subcommittee recommends that \$500,000 be budgeted to replace Ladder 1**

(1994 Pierce) in FY2012.**Priority 15. Replace One Engine**

The expected life of an Engine is 15 years. **This subcommittee recommends that \$425,000 be budgeted to replace either Engine 3 (1988 Pierce) or E**